

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: KEYS, BUILDING

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Administrative Procedure Number: 506.01

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General Practice

It is the intent of the College to allow faculty and staff members ~~an~~ freedom of movement within buildings which is consistent with reasonable security of public property. Lost keys will be reported immediately to the Director of Safety and Security.

Issuance of Door Keys

1. Key issue shall be done only through the Campus Safety and Security Department.
2. The Director of Safety and Security (or designee) will issue a key after receiving a completed "Key Request" form. These forms are available from the Campus Operations Department or on-line.

Door Lock and Key Plan

1. Authority to issue door keys shall be as follows:
 - A. The Vice President for Instruction, as well as the division chair, will authorize keys for faculty members.
 - B. The department administrator, as well as the supervisor, will authorize keys for classified, temporary, and seasonal employees.
 - C. The master keys will be authorized by the President or applicable Vice Presidents only.
2. Responsibility for assuring that keys are returned will rest with those supervisors and persons authorizing issuance of keys.
3. Doors will be keyed or re-keyed when approved by the Director of Campus Operations. A work request form will be submitted which describes the change desired.